

Arizona Department of Juvenile Corrections  
Operating Policies and Procedures Manual  
Medical Health Services

PROCEDURE NO. 3000.02	REF. POLICY NO. 3000	EFFECTIVE: 03/18/04 PRIOR ISSUE: 11/01/96
TITLE: <b>Health Services Quantitative Data</b>		AUTHORIZED:  W. Dean Neitzke, Assistant Director, Medical Health Services

[Forms](#)

**I. Purpose:**

Arizona Department of Juvenile Corrections (ADJC) Medical Health Services Division ensures the collection of quantitative data within categories of care of juveniles for the purpose of determining volume of services and related financial data to ensure sound fiscal management.

**II. Rules:**

1. **THE CORRECTIONAL REGISTERED NURSE (CRN)** shall document daily juvenile encounters, in designated categories of care, on the Weekly Ambulatory Health Care Record (3000.2A). **THE MEDICAL RECORDS LIBRARIAN (MRL)** shall compile these encounters **weekly** and submit them to the Assistant Director of the Medical Health Services with a copy to the secure facility's Health Unit.
2. **THE MEDICAL RECORDS LIBRARIAN (MRL)** shall compile and submit **monthly** ambulatory statistics (Monthly Ambulatory Health Care 3000.2B) to the Assistant Director of Medical Health Services with a copy to the Health Unit.
3. **THE CORRECTIONAL REGISTERED NURSE (CRN)** shall document juvenile and staff assaults, injuries, and self injuries, treated by Health Unit personnel daily on the Assault and Injury Record (3000.2D). The **MRL** shall submit this report monthly to the distribution list on the report.
4. **MEDICAL PROVIDERS** shall evaluate or treat juveniles and record these encounters daily in the Providers' Daily Appointment Log. The **MRL** shall compile this data in the Weekly and Monthly Ambulatory Health Care Record and submit this information to the Assistant Director of Medical Health Services.
5. **THE DENTIST** shall evaluate or treat juveniles and record these encounters daily on the Dental roster. The Dentist shall compile this information monthly in the Dental Production Report and submit it to the Assistant Director of Medical Health Services.
6. **THE CORRECTIONAL REGISTERED NURSE** shall document the juveniles' laboratory on-site diagnostic tests and results daily in the Diagnostic Test Record.
7. **THE CORRECTIONAL REGISTERED NURSE** shall record vaccines provided for juveniles on the Vaccine Utilization Log daily.
8. **THE MEDICAL RECORDS LIBRARIAN** shall record all juveniles' outside professional health consultations daily in the Referral Appointment Book, compile them in the Weekly Summary of Outside Referrals Report ([3100.22D](#)) and submit the report to the Assistant Director of Medical Health Services with a copy to the Health Unit.